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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.
:
: Number 135 May 24, 1948
:
: PMA PROCEDURE TRANSMITTAL

Reserve

NOTICE

CHANGE IN ADDRESS: The San Francisco, Commodity Credit Corporation has moved to 30 Van Ness Avenue, San Francisco 2, California. The telephone number is: Underhill 1-2428. Administrative Notice No. 81 should be amended to show this change.

NEW RELEASE

113.2
5-12-48

TRANSFER OF FUNCTIONS TO PMA STATE OFFICES: This Instruction transfers the audit and fiscal functions in connection with Agricultural Conservation Program warehouse invoices and carriers' bills from the Fiscal Branch in Washington to PMA State offices, effective July 1, 1948.

Distribution: A, B

REVISIONS AND CHANGES

323.1
1-26-48

EFFICIENCY RATING PROGRAM: Pending its complete revision, Instruction 323.1 is amended to eliminate all references to efficiency rating registers. These registers are no longer required by the Office of Personnel. However, it is required that records be maintained, at each headquarters, of employees in the headquarters, and of their current titles, grades, and efficiency ratings. Such records are to be available to employees for inspection at any time. State PMA offices, and Commodity Branch field offices located at points other than the five Area headquarters cities, will maintain such records for employees in their offices. The Washington and Area Personnel offices will maintain the records for all employees in their respective cities. The CCC offices in Portland, New Orleans, Kansas City and Minneapolis will maintain the records for employees under their jurisdiction in those cities. Distribution: A, B

455.1
5-17-48
(Supersedes.
PMA 455.1,
dated
9-18-46)

CONTRACT SYMBOLS AND NUMBERS: Sets forth the symbols which have been devised for identifying contracts executed within PMA and prescribes the procedures to be followed in assigning and controlling contract symbols and numbers. This is a complete revision of Instruction 455.1 dated September 18, 1946, which should be removed from the manual. Distribution: A, B

OBSOLETE

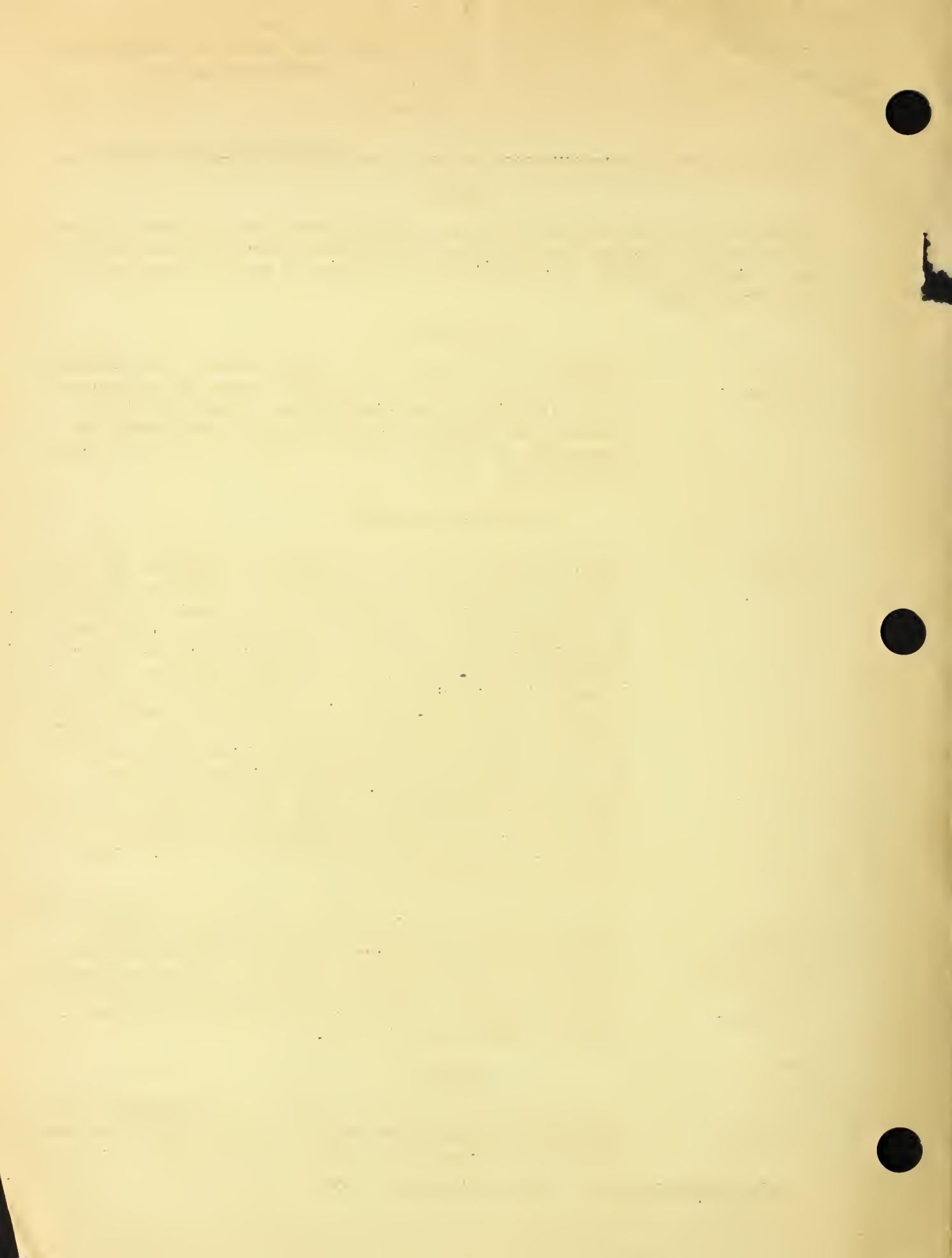
110.8
3-14-47

ABOLITION OF THE OFFICE OF PRICE: This Instruction was a release of announcement nature and is not needed for continual use. Remove from manual. Distribution: A, B

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DISTRIBUTION: A, B

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

TRANSFER OF FUNCTIONS TO PMA STATE OFFICES

I PURPOSE AND SCOPE

This Instruction authorizes and directs the transfer of the following functions from the Fiscal Branch to the PMA State Offices:

Audit, examination, certification for payment and scheduling of:

A Warehousemen's invoices for the storage of cover crop seed under the Agricultural Conservation Program.

B Carriers' bills for the movement of conservation materials on Government bills of lading under the Agricultural Conservation Program.

II EFFECTIVE DATE

In order to effect the orderly transfer of these functions, the following points should be observed:

A All billings for the storage of cover crop seed which cover a period a part of which is prior to July 1, 1948 will be handled by the Fiscal Branch, Washington, D. C. All such billings covering periods beginning on or after July 1, 1948 will be processed by the appropriate PMA State Office.

B Bills of lading issued on or after July 1, 1948 will show, in the space "Charges to be billed to," the address of the State Office issuing the bill of lading to which address the carrier will submit billings.

III LIMITATIONS OF AUTHORITY

These functions will be performed under the supervision of the Chairmen of the respective State Committees pursuant to and within the limitations established by PMA Instructions and in accordance with procedures and instructions of the Fiscal Branch.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

CONTRACT SYMBOLS AND NUMBERS

I PURPOSE AND SCOPE

This Instruction sets forth the symbols which have been devised for identifying contracts executed within PMA and prescribes the procedures to be followed in assigning and controlling contract symbols and numbers. This Instruction applies to the following:

A All PMA contracts under appropriated funds except contracts of State PMA offices relating to state administrative expenses, local administration and the Agricultural Conservation Program.

B Commodity Credit Corporation contracts relating to:

1 The General Supply Program.

2 Price support programs for commodities under the jurisdiction of the Livestock Branch (except wool,) Dairy Branch, Poultry Branch and Fruit and Vegetable Branch.

3 Foreign procurement programs and miscellaneous purchase programs handled under the accounting procedures applicable to the General Supply Program.

II EFFECTIVE DATE

Beginning October 1, 1946 and continuing thereafter, PMA contracts shall be assigned symbols and numbers in accordance with this Instruction.

III CONTRACTS REQUIRING SYMBOLS AND NUMBERS

PMA contracts requiring amounts to be paid out or to be received shall be assigned symbols and numbers in accordance with this Instruction except for:

A Administrative Contracts - Involving a single payment or collection, the estimated value of which is less than \$2,000.

B Orders for Services - Involving a single payment, the estimated value of which is less than \$2,000, in which case the symbols and numbers set forth in paragraph IX shall be assigned.

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CONTRACT SYMBOLS AND NUMBERS

IV CONTRACT SYMBOLS

Contract symbols have been devised to identify the Department, the Administration, the fiscal office assigning blocks of symbols and numbers to contracting offices, the program, and the type of contract. These symbols are as follows:

A Department and PMA Symbols - The symbol "A pm()" shall be assigned to PMA contracts executed in Washington and the field. The capital letter "A" will identify the Department and the lower-case letters "pm" the Administration. As described below, the space following the "A" will be for the insertion of location identification and the two spaces in the parentheses for the insertion of a program and type of contract identification.

B Location Symbol - The location of fiscal offices assigning blocks of symbols and numbers to contracting offices will be identified by inserting one of the following symbols after the symbol "A".

<u>Location Symbol</u>	<u>Location of Fiscal Office</u>
1	Fiscal (FI) Branch, Washington, D. C.
2	New York Office, CCC
3	Atlanta Office, CCC
4	Chicago Office, CCC
5	Dallas Office, CCC
6	San Francisco Office, CCC
7	Minneapolis Office, CCC
8	Portland Office, CCC
9	Kansas City Office, CCC

C Program Symbol - The Program will be identified by the insertion of a symbol consisting of a capital letter in the parenthesis of the symbol "A pm()". Program symbols are as follows:

A - Administrative

CONTRACT SYMBOLS AND NUMBERS

(IV C)

C - Cooperative Agreement

F - CCC Capital Fund programs

L - Agreements with state and private educational agencies
and contracts under the National School Lunch Program
(National School Lunch Act, Public Law 396, 79th Congress)M - Section 32 programs (Section 32, Public Law 320, 74th
Congress, as amended)

O - Other appropriated fund programs

S - Surplus property program (Surplus Property Act of 1944,
Public Law 457, 78th Congress)

D Type of Contract Symbol - Except for administrative and cooperative agreement contracts, the type of contract will be identified by the insertion in the parenthesis of a symbol consisting of a lower-case letter after the program symbol. Symbols identifying types of contracts are as follows:

a - Diversion, export, subsidy, or any adjustment contract
involving benefit or indemnity payments

f - Purchase contracts

p - Processing or packaging contracts

s - Sales contracts

w - Storage Contracts

x - Miscellaneous contracts

E Combined Symbol - As an example, if the combined symbol "A3pm(Mf)" were assigned to a contract, it would show that the contract was consummated by a PMA office in the Atlanta area and was for a purchase under Section 32 funds.

V ASSIGNMENT AND MAINTENANCE OF CONTRACT SYMBOLS AND NUMBERS

In addition to the combined symbol, each contract will be assigned a number. This number shall be separated from the combined symbol by

CONTRACT SYMBOLS AND NUMBERS

(v)

a hyphen. The responsibilities of the FI Branch, CCC Field Offices and contracting offices with reference to the assignment and maintenance of contract symbols and numbers are as follows:

A Responsibilities of the Fiscal Branch and CCC Field Offices

1 The FI Branch in Washington and each of the CCC Field Offices will establish a separate series of numbers beginning with number "1" for each of the program symbols listed in paragraph IV C, except cooperative agreements. These numbers will continue in succession without reference to the fiscal year until the limit of five digits (99,999) is reached after which a new series of numbers will be used beginning with "1" followed by the capital letter "A". The series of numbers used by each former Area Fiscal Office will be continued by the CCC Field Office at the same location. In the case of cooperative agreements, the series of numbers now in use will continue to be assigned.

2 For contracts consummated in Washington, the FI Branch in Washington will, upon written request, assign blocks of numbers for each of the program symbols to contracting offices. For contracts consummated in the field, the CCC Field Office serving the area within which the contracting office is located will, upon written request, assign blocks of numbers for each of the program symbols to contracting offices.

3 The FI Branch and each of the CCC Field Offices will maintain a contract register showing the symbols and numbers assigned to and used by contracting offices.

B Responsibilities of Contracting Offices

1 Each contracting office shall request blocks of numbers within each program symbol series as will be needed in its contracting operations from the fiscal office serving the location of the contracting office.

2 Each contracting office shall be responsible for assigning to each contract it consummates the applicable type of contract symbol.

3 By the tenth of each month, each contracting office shall submit to the fiscal office which assigned the symbols and numbers a report of contract symbols and numbers used during the previous month, including for each number assigned, the name of

CONTRACT SYMBOLS AND NUMBERS

(V A 3)

the contractor, his address, and the date of the contract. Contract numbers assigned during contract negotiations where a contract is not finally consummated shall not be reused. Such cases shall be identified and explained in the monthly report to the Fiscal office.

4 Should it become necessary at any time to change a symbol and number assigned to a contract, the contracting office shall inform the appropriate fiscal office immediately of the change and give the reasons therefor.

5 When a contracting office no longer requires the symbols and numbers assigned to it, it shall inform the appropriate fiscal office of the symbols and numbers remaining unused and available for reissuance by the fiscal office.

VI ADDITIONAL IDENTIFICATION REQUIRED ON CONTRACTS

The applicable docket symbol and number, requisition number, and sales action number shall be placed on appropriated and capital fund program contracts.

VII DISTRIBUTION OF CONTRACTS

Contracting offices shall submit the original and two signed or certified copies of each transaction to which a contract symbol and number is assigned to the fiscal office which assigned the contract symbol and number, within 24 hours after execution of the contract.

VIII CONTRACT AMENDMENTS

Amendments to contracts shall bear the symbol and number of the applicable contract and shall be numbered consecutively under each contract beginning with the number "1".

IX ORDERS FOR SERVICES

In addition to the following, the paragraphs of this Instruction which apply to Orders for Services are I, II, III, and VIII.

A Symbols - Orders for Services (involving a single payment the estimated value of which is less than \$2,000) shall be assigned the symbol "OS()". The program under which the Order for Services was placed will be identified by inserting within the parentheses one of the program symbols set forth in paragraph IV C.

CONTRACT SYMBOLS AND NUMBERS

(IX)

B Assignment and Maintenance of Symbols and Numbers - In addition to the symbol, each Order for Services shall be assigned a number which shall be separated from the symbol by a hyphen. The responsibilities of the FI Branch, CCC Field Offices, and contracting offices with reference to the assignment and maintenance of symbols and numbers for Orders for Services are as follows:

1 Responsibilities of the Fiscal Branch and CCC Field Offices

a The FI Branch in Washington will maintain a separate series of numbers for each program symbol except "Cooperative Agreements" and "Administrative", using the series of numbers now in effect. These numbers will continue to be assigned in succession without reference to fiscal year.

b The FI Branch in Washington will assign blocks of symbols and numbers to each of the CCC Field Offices.

c For Orders for Services consummated in Washington, the FI Branch in Washington will assign blocks of numbers for each of the program symbols to contracting offices upon written request. For Orders for Services consummated in the field, the CCC Field Office serving the area within which the contracting Office is located will assign blocks of symbols and numbers for each of the program symbols to contracting offices upon written request.

d The FI Branch in Washington will maintain a register of Orders for Services showing the symbols and numbers assigned to CCC Field Offices and those assigned to and used by contracting offices in Washington. Each CCC Field Office will maintain a register showing the symbols and numbers assigned to it, and those reassigned to an used by contracting offices.

2 Responsibilities of the Contracting Office

a Each contracting office shall request blocks of numbers within each program symbol series as will be needed in its contracting operations from the fiscal office serving the location of the contracting office.

CONTRACT SYMBOLS AND NUMBERS

(IX B 2)

b By the tenth of each month, each contracting office shall submit to the fiscal office which assigned the symbols and numbers a report of symbols and numbers used during the previous month including, for each number assigned, the name of the contractor, his address, and the date of the Order for Services.

c When a contracting office no longer requires the symbols and numbers assigned to it, it shall inform the appropriate fiscal office of the symbols and numbers remaining unused and available for reissuance by the fiscal office.

C Distribution - Contracting offices shall submit the original and two copies of each Order for Services to the fiscal office which assigned the symbol and number.

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